



**City of Saint Louis Treasurer's Office
Tishaura O . Jones, Treasurer**

**APPLICATION FOR SHORT-TERM LEASE
OF CITY HALL PARKING LOT, 1201 CLARK AVENUE**

Applicant Information:

Organization or Company Name _____

Representative Name and Title _____

Address _____

City, State, & Zip _____

Phone Number(s) _____ Email _____

Event Information:

Name of Event _____

Location of Event _____

Dates and Times of Event _____

Contact Information for Event Organizer (if other than Applicant) _____

Applicant's Requested Lease Date and Times:

Date _____ Time: From _____ To _____

of Spaces _____ Cost (# of spaces x \$1.00) _____

Please note that availability of the Lot for Event parking is not guaranteed, is limited by various use restrictions including large venue events and monthly parking agreements. Any lease may be cancelled by the Treasurer without notice at any time.

FOR OFFICE USE ONLY

Applicant's General Liability Insurance information:

Insured _____ Policy Number _____

Insurance Company Name _____

Insurance Company Contact Information _____

Initiation Date of Policy _____ Coverage Dates _____

Treasurer named as an additional insured? _____ On Date _____

Date Proof of Insurance was Provided to Treasurer _____

Date/ Time of this Application _____ Received by _____

Deposit Received on _____ In Amount _____ By _____



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Standard Terms and Conditions of City Hall Parking Lot Lease

Leasing of the Lot should be made at least sixty (60) days in advance of the Event. Exceptions to this advance scheduling shall be granted only by express permission of the Treasurer.

Lease of the Lot must be short-term, with use limited to a maximum of 18 hours.

A 20% deposit is required upon approval of the lease to be applied to the cost at time of payment. If the Event is cancelled by Applicant two or more days prior to the Event, the deposit shall be refunded. Cancellations occurring later than 48 hours prior to the Event will result in forfeit of deposit. If Event parking is cancelled by the Treasurer subsequent to approval of the lease, the Applicant shall receive a full refund of the deposit and any payments toward the cost of the lease.

The Applicant leasing the Lot must provide General Liability insurance covering personal and contractual, broad form liability, property damage and medical expense in a combined single limit of at least \$1,000,000. The Applicant will assume all liability for damages to City property as well as any personal liability for injuries sustained by any one on the premises during the leasing period. The Treasurer of the City of St. Louis shall be named as an additional insured to the insurance policy. Evidence of this insurance must be presented at least five (5) business days prior to the leased event.

Payment for the lease of the Lot must be made no later than five (5) business days in advance of the Event.

The Treasurer of the City of St. Louis or a designated agent of the Treasurer determines dates available for lease .Availability is not guaranteed. Large venue events, as well as access to spots by individuals contracted to park on a monthly basis, take precedence regardless of date of scheduling or notification.

The Treasurer may specify which spaces on the Lot are to be used by the Applicant

The Applicant is responsible for all clean-up of the Lot related to the Event. All cleaning and removal of Event vehicles must occur immediately following the Event. The Applicant will be responsible for any additional cleanup required or damages to the Lot, signage or any other fixtures of the Lot.

Parking at the Lot must be done in accord with marked parking spaces. No parking in access lanes, areas reserved for Emergency vehicles, entrances or exits is permitted. Spaces marked as handicapped may only be used by vehicles displaying a valid permit as required by law. Parking of any vehicle exceeding the size of marked parking spaces must be approved, in the form of written permission from the Treasurer, prior to payment for lease. The Lot may not be used for any purpose other than parking of vehicles.

Signage must be temporary and must leave no marks or damage of any sort to the Lot, pavement, streets, or surrounding landscape. All signage must be removed by the Applicant immediately following the event.

If the Event is held for the general public, it must allow participation in the majority of Event activities or spectacle by the general public free of charge. No person shall be discriminated against or restricted from participation in Event on any basis including ethnicity, gender, disability status, national origin, skin color, religion, or sexual orientation. Age restrictions for the Event may only be imposed as required to ensure the safety and welfare of legal minors.

The requirements and terms of this document can only be waived by the express written approval of the Treasurer or by formal amendment to Policy as approved by the City of St. Louis Parking Commission.